

29 March 1979

MEMORANDUM FOR: Chief, Physical Security Division, OS  
THROUGH : NFAC Security Officer  
THROUGH : Chief, Administrative Staff, OSR  
SUBJECT : Procedures for Requesting Visitor Badges

1. Attached is a list of the members of the DCI's Military-Economic Advisory Panel (MEAP). The Panel members have recently been denied renewal of their VNE badges based on the fact that they do not visit the Agency with sufficient frequency. They are, however, authorized to receive NFIB "No Escort" conference badges both for plenary panel meetings and for individual visits to the Agency. The current process for requesting badges, however, requires that for each visit a memo be sent from OSR/MEAC through the OSR Administrative Staff, to NFAC Security, to the Staff and Operations Branch of the Office of Security, back to NFAC Security, to Headquarters Security Branch, and then to the Chief Receptionist. Very often, Panel members inform me of their visits on very short notice and occasionally change their visit dates at the last minute. Consequently, many of the requests must be hand-carried from one check point to the next in order for the Receptionist to get them in time.


2. Considering that the MEAP members hold TS codeword clearances that are reviewed periodically, there seems to be an opportunity to save the manhours needed to staff out these badge requests. I propose that the Chief Receptionist or the Badge Office retain on file a list of names of those who are authorized to receive the NFIB badges. The list could be maintained by a component of Security on MAG cards or perhaps a computer file and reviewed semi-annually or annually. Badge requests could then be made by telephone from the requesting office to either the Chief Receptionist or Badge Office. It seems to me this procedure or one similar to it would require far fewer manhours from an Agency-wide perspective than are currently expended in the initiation and review of NFIB badge requests.

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3. With regard to the general issue of visitors, I would like to suggest also that the Office of Security establish a "No Escort" badge procedure for people who are cleared through TS and conduct business with the CIA regularly, but who no longer qualify for VNE badges and have not been given special authorization to receive NFIB conference badges. The Military-Economic Analysis Center has long-standing working relationships with personnel from DIA, DOD, and other agencies in the Intelligence Community. The denial of VNE badges for these people has created some ill-feelings on their part, especially considering that their agencies either accept our staff badges or provide "No Escort" badges when we visit their agencies. I am sure this situation applies to many other components of the CIA. The issuance of one-day "No Escort" badges on request from line offices would improve our relationships at the working level with other agencies in the Community and at the same time provide for controlled access to the agency buildings. I think this is a worthwhile compromise between "Escort Required" visitor badges and VNE badges.

4. I will, of course, discuss these proposals with anyone who wants to have more background or has counter proposals. As a first step, I ask that the names of the MEAP members be kept on file with the Chief Receptionist and that they be given the NFIB badges upon request by telephone from OSR.

STATINTL

  
MEAP Coordinator/Special Assistant  
Military-Economic Analysis Center  
OSR

Attachment:  
As stated

*not inc*

TRANSMITTAL SLIP		DATE
		3-29-79
To: Chairman, DDA MAG		
ROOM NO.	BUILDING	
	Hdqtrs.	
REMARKS:		
<p>The issues addressed in this memo seem appropriate for discussion by your Group. I ask that you add them to your agenda and consider making your own recommendation to the Director of Security.</p>		
FROM: [REDACTED], MEAP Coordinator		
ROOM NO.	BUILDING	EXTENSION
3F44	Hdqtrs.	6276

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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